

# Attendance and Punctuality

Revised: 25/08/2023  
Review Date: 30/06/2024

## **Rationale and Purpose**

At Yas American Academy everyday count towards the holistic development of your child. As members of staff, we work tirelessly to encourage and reward good attendance and punctuality. We will reward our top attending classes in our weekly celebration assemblies whereby they receive the 'Dance' teddy mascot for the week as well as our top attending students who will receive an attendance certificate and celebration in the termly attendance assemblies. Attendance is a critical factor to a productive and successful school career.

## **Policy Statement**

Yas American Academy actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that students arrive at the academy on time. We strive for attendance that is consistently outstanding for all year groups.

The Ministry of Education and ADEK's view on attendance has been taken into account in drawing up this policy.

- Outstanding – 98% and above
- Good – 96%
- Acceptable – 92%
- Unacceptable – below 92%. These students will be provided with support and interventions to raise attendance (as explained below), but will be put forward for consideration to withhold graduation from current Grade level due to significant learning time being lost.

## **Parental Agreement**

It is important that parents, students and the academy work together to improve and maintain high attendance and punctuality rates.

The responsibilities of the parents include:

- Following the school's procedures as detailed in the policy.
- Actively promoting their child's attendance and punctuality and abiding by the times set by the academy for the start and end of the school day.
- Communicating with the school and providing the necessary evidence if a pupil is absent or has a medical appointment. This should take place on the first day of absence and continue throughout the whole period of absence, notifying [reception@westyasacademy.sch.ae](mailto:reception@westyasacademy.sch.ae) and child's homeroom teacher.
- Understanding and upholding the academies policy that states that continued lateness and absenteeism will result in measure that will affect the choices of the student's enrolment for the following year.

- The attendance and punctuality policy and the expectations of attendance and punctuality will be shared at the start of each academic year and with new families.
- Parents will support their children to ensure they maintain an attendance above 96% throughout the academic year, unless approved authorisation is given by the Academy.

### **Punctuality, Attendance and absentees**

Start of the School Day	
Phase 1	Phase 2
<p>All students are strongly recommended to arrive to school between 7.30am and 7.40am. Morning activities are from 7.30am to 7.45am. During this time, register is taken by the homeroom teacher and the National Anthem is played at 7:45am.</p> <p>Between 7.45 and 8am, children will be marked as 'Late on Campus' or 'Absent Unauthorized'. Anyone who arrives in reception area from 8am onwards will be marked as 'Late on campus' from reception.</p>	<p>All students are strongly recommended to arrive to school between 7.15am and 7.30am. Morning activities are from 7.30am to 7.45am. During this time, register is taken by the homeroom teacher and the National Anthem is played at 7:45am.</p> <p>Between 7.45 and 8am, children will be marked as 'Late on Campus' or 'Absent Unauthorized'. Anyone who arrives in reception area from 8am onwards will be marked as 'Late on campus' from reception.</p>
Phase 3	Phase 4
<p>All students are strongly recommended to arrive to school between 7.30am and 7.40am. Lesson 1 begins at 7.45am. At this time, register is taken by the class teacher and the National Anthem is played at 7:45am.</p> <p>Students will then be marked as late if they arrive to their first class after the National Anthem is played or 'Absent Unauthorized'.</p>	<p>All students are strongly recommended to arrive to school between 7.30am and 7.40am. Lesson 1 begins at 7.45am. At this time, register is taken by the class teacher and the National Anthem is played at 7:45am.</p> <p>Students will then be marked as late if they arrive to their first class after the National Anthem is played or 'Absent Unauthorized'.</p>
<p>After 8.30am, the Admin team will contact parents via phone call for any 'absent unauthorised'. Admin team must update Engage.</p> <p><i>NB- 'absent unauthorised' is only to be used when we have had no reason given by the parents for the absence. The homeroom teacher or admin team will alter the register accordingly if we have been informed of an illness, medical appointment, etc.</i></p> <p>If the first class teacher is absent the children will be registered by another member of staff as organised by the Head of Department/Head of House.</p>	

### **Registration throughout the day**

Registration throughout the day	
Phase 1	Phase 2
<p>The names of any children who are absent must be written on the board at the start of each day along with the total number of students present that day.</p> <p>When a homeroom teacher sends their class to a specialist teacher, they must inform them of how</p>	<p>The names of any children who are absent must be written on the board at the start of each day along with the total number of students present that day.</p> <p>When a homeroom teacher sends their class to a specialist teacher, they must inform them of how</p>

<p>many children are present and which children are absent.</p> <p>The specialist teacher must confirm this by completing their own register at the start of each lesson.</p> <p><b>The afternoon register will be synched to the morning register for accuracy. It is the homeroom teachers responsibility to check this is accurate by doing a head count and checking the names on the board.</b></p>	<p>many children are present and which children are absent.</p> <p>The specialist teacher must confirm this by completing their own register at the start of each lesson.</p> <p><b>The afternoon register will be synched to the morning register for accuracy. It is the homeroom teachers responsibility to check this is accurate by doing a head count and checking the names on the board.</b></p>
<b>Phase 3</b>	<b>Phase 4</b>
<p>Classroom teachers will take the register at the start of each lesson. Reception and HoG will be notified if a student is missing who was previously registered as present during the day. Pastoral team will then chase up student to ensure safety.</p>	<p>Classroom teachers will take the register at the start of each lesson. Reception and HoG will be notified if a student is missing who was previously registered as present during the day. Pastoral team will then chase up student to ensure safety.</p>

## **Planned Absence**

<b>Planned Absence</b>
<p>Planned absence during term time is actively discouraged by the Academy due to the impact on a student's academic progress. A planned absence during this time may not be approved based on the child current attendance record.</p> <p>Applications for any period of absence should be made on the leave of absence request form and submitted to the <b>Principal of Elementary/Secondary</b> for approval.</p> <p>Permission will be given for valid reasons only such as a serious medical issue or a family emergency. The Academy will evaluate requests on a case-by-case basis and all requests made should include supporting documents.</p> <p>Please note, the Academy <b>does not</b> authorise holidays during term time.</p> <p>Parents will be sent the term dates as soon as these are known in order for them to arrange their holidays without disrupting their child's education. This includes the return dates at the start of the academic year and after holidays.</p>

## **Rewards to Promote the Importance of Good Attendance at School**

### **Phase 1 and 2:**

<b>Phase 1 &amp; Phase 2</b>
<ul style="list-style-type: none"> <li>- Late SMS text sent daily</li> <li>-Weekly contact from HoD for multiple absences</li> <li>-Formal letters sent for Attendance and Punctuality every mid-term</li> </ul>

- Celebrating excellent attendance in assemblies - Celebrating the classes with excellent attendance in the Family Newsletter each week	
<b>Phase 3 and 4 Individual Rewards</b>	<b>Class Rewards</b>
100% Attendance certificates will be given at the end of each term in the termly attendance assemblies and a special reward for children who have 98% and above for the whole year.	The 'Dance' teddy mascot will be presented to the class with the highest attendance rate and celebrated in the weekly celebration assembly.
Letters to parents will be sent personally from the Principal of Elementary to celebrate the children's attendance.	Termly reward events for each class will be organised and planned for to celebrate the winning class with the highest attendance of the term such as 'Pizza party' afternoon.
Termly reports will be an opportunity to celebrate the child's attendance.	
Parent evenings will be an opportunity to celebrate the child's attendance.	

### **Rewards to Promote the Importance of Good Punctuality at School**

<b>Individual Rewards</b>	<b>Class Rewards</b>
Individual children will be presented with a punctuality token by the School Council during the morning on Gate A, B and C. The tokens will handed into the homeroom teachers in exchange for House Points.	The 'Punch teddy mascot will be presented to the class with the highest punctuality rate and celebrated in the weekly celebration assembly.

### **Interventions/Procedures to improve Attendance and Punctuality at School**

<b>Phase 3</b>	<b>Phase 4</b>
-Late SMS text sent daily -Daily contact for absences -Weekly contact from HoG/Admin for multiple absences -Formal letters sent for Attendance and Punctuality every mid-term -Lunch refocus for 2 lates per week -After school refocus for 3 lates per week	-Late SMS text sent daily -Daily contact for absences -Weekly contact from HoG/Admin for multiple absences -Formal letters sent for Attendance and Punctuality every mid-term -Lunch refocus for 2 lates per week -After school refocus for 3 lates per week

### **Monitoring and review**

The policy will be reviewed every year or in the following circumstances:

- Change in legislation and / or ADEK guidance
- As a result of another significant change or event
- In the event that the policy is determined not to be effective